



The Commonwealth of Massachusetts
Division of Professional Licensure
www.mass.gov/dpl/boards/he
Board of Hearing Instrument Specialists
(617) 727- 5339
239 Causeway Street
Boston MA 02114

LICENSURE INFORMATION SHEET

The official licensure rules are found in the Massachusetts statutes and in the Board's regulation (265 CMR). Copies may be obtained from the Board's vendor or the Statehouse Bookstore at (617) 727-2834. They may be read or downloaded at http://www.mass.gov/dpl/boards/he/rule_reg.htm. All license applications are processed by Professional Credential Services. PCS may be reached via the internet at www.pcshq.com or toll-free telephone at (877) 887-9727 (877.U.TRY.PCS).

To apply for initial (non-reciprocity) licensure, you will need to submit the materials described below. To preclude delay, they should be submitted in a single package to:

Postal Address

Professional Credential Services, Inc.
Attn: MA Hearing Instrument Coordinator
PO Box 198689
Nashville, TN 37219-8689

Overnight Courier Address

Professional Credential Services, Inc.
Attn: MA Hearing Instrument Coordinator
150 Fourth Avenue North, Suite 800
Nashville, TN 37219

1. Notarized license application. The application includes a form that must be completed by the Massachusetts-licensed Hearing Instrument Specialist who supervised the required 1-year full-time, or equivalent part-time, apprenticeship.

If you are not currently a Board-registered apprentice, do not apply. Instead, contact the Board for further instructions.

Apprentices who work in excess of the normal work day or week shall nevertheless be required to complete the full 1-year term in order to qualify for a certificate of completion of the apprenticeship program.

If you had more than one apprenticeship supervisor, each must complete the statement in the application...make copies as needed. You need only sign and notarize one page.

2. A copy of your International Hearing Society Home Study Course certificate of completion.
3. A check or money order for \$412.00. This covers application processing and the examination. If you are deemed ineligible, the \$95 examination fee will be refunded.

After successful evaluation you will be contacted by PCS for scheduling of the written IHS examination. Exams are held regularly at multiple locations. Exams are hand-scored; PCS will forward your results in approximately 4 weeks. If you were successful, PCS will collect an additional \$113.00 license fee.